Cleaning Schedule

Baker Square Condominium

**Monday**

Grounds

* Police exterior of building for trash and debris.
* Sweep sidewalks.

Front Foyers/lobbies/hallways

* Dust all horizontal surfaces, railings and balusters.
* High dust to remove cobwebs.
* Spot clean walls to remove fingerprints and smudges.
* Clean door glass.
* Polish all brass and chrome.
* Vacuum all carpeted areas.
* Vacuum and mop all hard floor surfaces.

Elevators

* Spot clean walls to remove fingerprints.
* Clean and polish all metal work.
* Clean elevator tracks.
* Vacuum carpeted floors.
* Put dumpsters out to parking and return when emptied
* Recycles out for pick up and return when emptied
* Clean pet stations
* Bring down recycling in Park Mill
* Vacuum all floors in Forbes Mill
* Clean white chairs in lobby with bleach

Cleaning Schedule

Baker Square Condominium

**Tuesday**

Grounds

* Police exterior of building for trash and debris.
* Sweep sidewalks.

Front Foyers/lobbies/hallways

* Dust all horizontal surfaces, railings and balusters.
* High dust to remove cobwebs.
* Spot clean walls to remove fingerprints and smudges.
* Clean door glass.
* Polish all brass and chrome.
* Vacuum all carpeted areas.
* Vacuum and mop all hard floor surfaces.

Elevators

* Spot clean walls to remove fingerprints.
* Clean and polish all metal work.
* Clean elevator tracks.
* Vacuum carpeted floors.
* Vacuum all floors in Baker Mill
* Bathrooms
* Empty and reline trash containers.
* Fill soap and toilet tissue dispensers when needed.
* Clean and sanitize toilets, sinks and showers.
* Vacuum and mop floor with disinfectants.

Cleaning Schedule

Baker Square Condominium

**Wednesday**

Grounds

* Police exterior of building for trash and debris.
* Sweep sidewalks.

Front Foyers/lobbies/hallways

* Dust all horizontal surfaces, railings and balusters.
* High dust to remove cobwebs.
* Spot clean walls to remove fingerprints and smudges.
* Clean door glass.
* Polish all brass and chrome.
* Vacuum all carpeted areas.
* Vacuum and mop all hard floor surfaces.

Elevators

* Spot clean walls to remove fingerprints.
* Clean and polish all metal work.
* Clean elevator tracks.
* Vacuum carpeted floors.
* Put dumpsters out to parking lot for pick up and return when emptied
* Recycles out for pick up and return when emptied
* Clean pet stations
* Trash Rooms
* Remove any loose trash.
* Wash down walls and trash chute doors when needed.
* Vacuum and mop with disinfectants.
* Bring down recycling in Park Mill
* Wipe down smoker’s receptacles

Cleaning Schedule

Baker Square Condominium

**Thursday**

Grounds

* Police exterior of building for trash and debris.
* Sweep sidewalks.

Front Foyers/lobbies/hallways

* Dust all horizontal surfaces, railings and balusters.
* High dust to remove cobwebs.
* Spot clean walls to remove fingerprints and smudges.
* Clean door glass.
* Polish all brass and chrome.
* Vacuum all carpeted areas.
* Vacuum and mop all hard floor surfaces.

Elevators

* Spot clean walls to remove fingerprints.
* Clean and polish all metal work.
* Clean elevator tracks.
* Vacuum carpeted floors.
* Vacuum all floors in Park Mill
* Office
* Empty and reline trash containers.
* Wipe down exposed areas of desks and surfaces.
* Vacuum carpets.
* Function Room
* Clean kitchen
* Vacuum carpet
* High dust to remove cobwebs.
* Clean mirrors.

Cleaning Schedule

Baker Square Condominium

**Friday**

Grounds

* Police exterior of building for trash and debris.
* Sweep sidewalks.

Front Foyers/lobbies/hallways

* Dust all horizontal surfaces, railings and balusters.
* High dust to remove cobwebs.
* Spot clean walls to remove fingerprints and smudges.
* Clean door glass.
* Polish all brass and chrome.
* Vacuum all carpeted areas.
* Vacuum and mop all hard floor surfaces.

Elevators

* Spot clean walls to remove fingerprints.
* Clean and polish all metal work.
* Clean elevator tracks.
* Vacuum carpeted floors.
* Put dumpsters out to parking lot and return when emptied
* Recycles out for pick up and return when emptied
* Clean pet stations
* Bring down recycling in Park Mill
* Vacuum all floors in Water Mill
* Fitness Room
* Clean mirrors.
* Wipe down equipment.
* Vacuum carpets.

Cleaning Schedule

Baker Square Condominium

**Saturday (Seasonal)**

Outside

* Pick up trash and debris.
* Sweep sidewalks.

Front Foyers/lobbies/hallways

* Dust all surfaces, railings and balusters.
* Clean door glass.
* Vacuum all carpeted areas.
* Vacuum and mop all hard floor surfaces.

Elevators

* Spot clean walls to remove fingerprints.
* Clean and polish all metal work.
* Clean elevator tracks.
* Vacuum carpeted floors.